

GOOSE CREEK CISD JOB DESCRIPTION

JOB TITLE:	Fleet Shop Foreman	FLSA:	Exempt
REPORTS TO:	Director of Transportation	PAY GRADE:	ADM 1/260 Days
DEPT/SCHOOL:	Transportation Department	DATE REVISED:	03/17

PRIMARY PURPOSE:

Directly responsible for the supervision of district mechanics and shop personnel in the repair and maintenance of all school vehicles and related work as required.

QUALIFICATIONS:

EDUCATION/CERTIFICATION

Valid Texas commercial driver's license (Class B)
Valid current Class "C" Texas Driver's License and be insurable
Willing to obtain Class "B" CDL and drive bus on occasion when needed
ASE Certification or TASBT preferred

STANDARDS OF PROFESSIONAL CONDUCT

As an employee of Goose Creek CISD, I will follow Board of Trustees Policies DH (Local) and DH (Exhibit), the GCCISD Employee Handbook, assigned department handbook, and all local, state, and federal laws and policies.

SPECIAL KNOWLEDGE SKILLS

- Knowledge of purchasing and ordering requirements of a public school system
- Working knowledge of the standard practices and tools of the automotive mechanic trade
- Working knowledge of the operation principles of gasoline and diesel engines
- Thorough knowledge of the occupational hazards and safety precautions of the trade
- Ability to understand and carry out oral and written instructions
- Ability to meet and work with people in a positive and helpful manner
- Knowledge and experience in Word, Excel, and data management

MINIMUM EXPERIENCE

Minimum of 5 years experience in automotive maintenance trades

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsible for assigning, supervising, instructing and performing preventive maintenance and repairs of all school district vehicles.
2. Establish and maintain preventive maintenance schedule and keep an updated file of completed work on each district vehicle.
3. Maintain vehicle inventory and current vehicle maintenance schedules.
4. Requisition parts and supplies as needed.
5. Perform other duties as assigned.

KNOWLEDGE AND EXPERIENCE IN USE OF THE FOLLOWING EQUIPMENT:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, grinder, air-powered tools, welding torch, torque wrench, jacks and lift equipment, school bus and district vehicles

**TRANSPORTATION SHOP FOREMAN JOB DESCRIPTION CONTINUED
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WORKING CONDITIONS:

SUPERVISORY RESPONSIBILITIES

Direct and inspect the work of mechanics and all other shop employees

MENTAL DEMANDS

Ability to maintain emotional control in stressful situations

Ability to concentrate and stay on task with frequent interruptions

Must amicably deal with drivers, monitors, and office personnel

PHYSICAL DEMANDS

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching

ENVIRONMENTAL DEMANDS

Work outside and inside, and around moving objects, vehicles, and machinery with moving parts. Exposure to dampness, humidity, heat, cold, exhaust fumes, gasoline, and diesel fuel. Endure weather extremes while on road calls.

The above statements are intended to describe the general purpose and responsibilities assigned to the job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Immediate Supervisor	Date
Reviewed by Personnel Director	Date
Received by Employee	Date

Goose Creek Consolidated Independent School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, national origin, veteran status, disability or genetic information. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Original: Employee Personnel File

xc: Immediate Superior
Employee